

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Exempt Pay Raise Reporting Form	<b>REFERENCE NUMBER:</b> 2007-004
<b>DATE ISSUED:</b> 01-12-07	<b>SUPERSEDES:</b> 2007-003

This memorandum should be forwarded to:

**Personnel Officers**

**FROM:** Department of Personnel Administration  
Office of the Director

**CONTACT:** Debbie Baldwin  
(916) 323-8495  
Fax: (916) 327-1886  
Email: DebbieBaldwin@dpa.ca.gov

On Dec. 15, DPA Director Dave Gilb and Finance Director Michael Genest sent an email to agency secretaries and department directors outlining the Dec. 1, 2006, pay increases for exempt employees.<sup>1</sup> That email also included a requirement for departments to report to DPA by March 15, 2007, on the cost of these increases and how each department will achieve savings to offset that cost.

Please use the attached form when you submit your information to DPA. It will help us aggregate all departments' cost and savings information when we report it to the Governor's Office and Finance. We also hope it will simplify this project on your end.

This form only applies to the information you'll be submitting to DPA. It's *not* intended to guide how you comply with the Web posting requirement, which calls for you to post by June 15, 2007, a summary of the information you report to us. We defer to each department to decide how best to meet this requirement. (You may remove the Web posting at the end of this fiscal year.)

Several departments have asked for a list of the exempt positions whose salaries are set by statute. You can find a link to these "[statutory exempts](#)" on our Web site under Job & Salary Info/Non-Civil Service Salaries. Bear in mind that the information you'll be reporting to DPA using the attached form covers all your exempt employees, not just your statutory exempts.

If you have any questions, please contact Debbie Baldwin using the contact information above.

Thank you for your assistance.

/s/ Debbie Endsley

Debbie Endsley

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<sup>1</sup> On the same day, DPA issued a Pay Letter to personnel officers implementing these increases.

PML 200X-XXX

Date

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Acting Chief Deputy Director